


Chapter 5

Updating and Viewing the Employee Record

Chapter Overview

Introduction This chapter explains the use of the People Window (Record) for updating and viewing employee records in such areas as education, licenses, emergency contacts, etc. It is also used in the procedure, **Building an Applicant**, when a recruitment tool such as Resumix is not used.

See Also  Module 4, Staffing Using the Modern DCPDS
 Module 5, Workforce Relations Using the Modern DCPDS
 Module 6, Administering Pay, Benefits, and Entitlements Using the Modern DCPDS
 Module 7, Employee Training and Development Using the Modern DCPDS

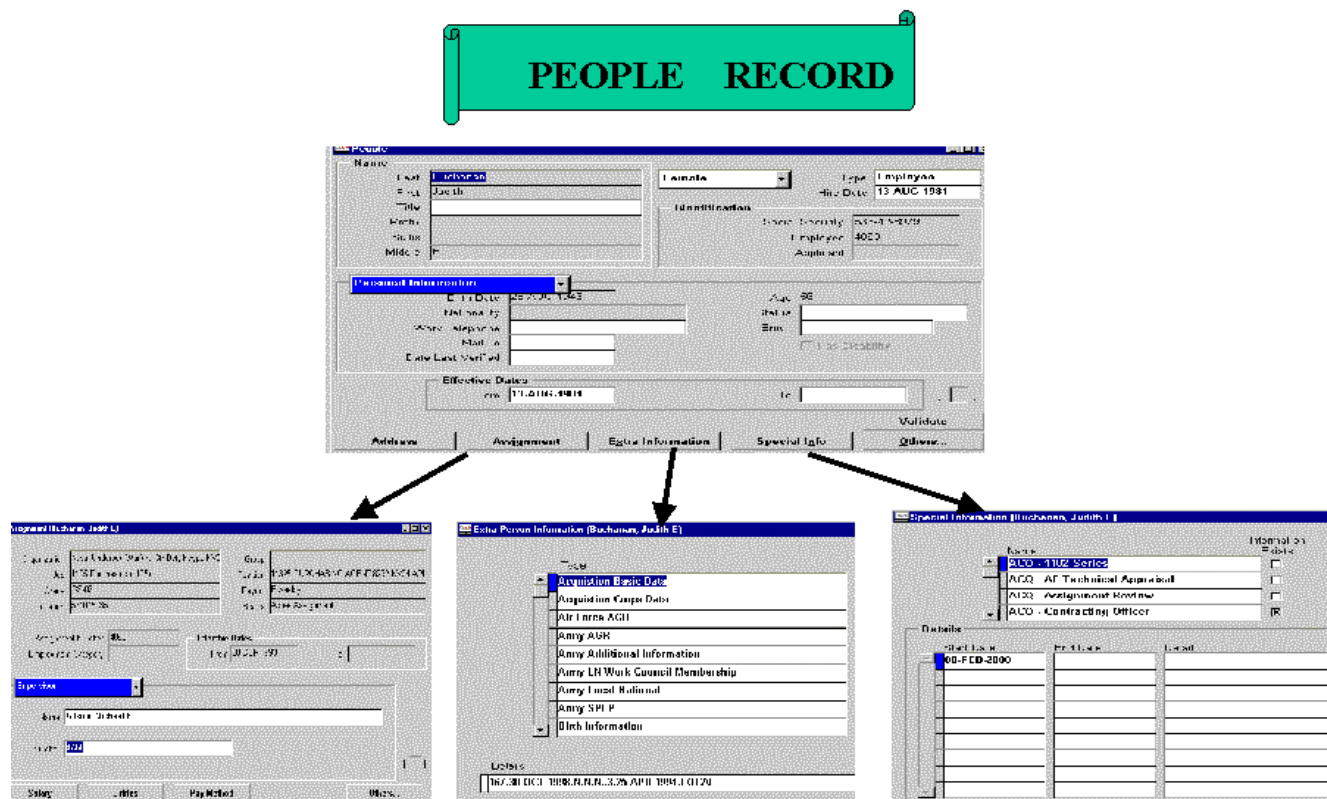
Chapter Content

Topic	Page
Chapter Overview	2
Updating the Employee Record:	5
Using Assignment (ex: Government Awards)	5
Using Extra Information (ex: Separation and Retirement)	7
Using Special Information (ex: Education)	11
Using Others (ex: Emergency Contacts)	17
Viewing the Employee Record	21
Address Information	21
Assignment Information	22
Extra Information	24
Special Information	24
Others Information	24

Continued on next page

Chapter Overview, Continued

The People Window and Its Associated Windows:



Before You Begin

The **People** Window is used to enter and update employee information when an RPA/NPA is not required. It is also used for retrieving or viewing current information on an employee.

Oracle HR contains both a **People** Record and a **Position** Record. The two records are linked together through assignment.

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Chapter Overview, Continued

The People Window The People Window has four Regions and six Taskflow Buttons:

The screenshot shows the 'People' window with the following data fields and buttons:

- Name Region:** Last (Armstrong), First (Dee), Title, Prefix, Suffix, Middle (A).
- Identification Region:** Female (dropdown), Type (Employee), Hire Date (05-OCT-1977), Social Security (533-54-8422), Employee (4185), Applicant.
- Personal Information Region:** Birth Date (15-FEB-1949), Nationality, Work Telephone, Mail To, Date Last Verified, Age (51), Status, Email, Has Disability (checkbox).
- Effective Dates Region:** From (05-OCT-1977), To.
- Buttons:** Address, Assignment, Extra Information, Special Info, Others..., Validate.

Note: Grayed out fields cannot be updated.

Data Fields/Buttons	Description
Name Region:	
Last	Last name plus suffix (Jr., III, etc.)
First	First name
Title	Not used by DoD (Mr., Mrs., etc.)
Prefix	Not used by DoD (grayed out)
Suffix	Not used by DoD (grayed out)
Middle	Middle name or initial
Female	Female/Male/Unknown Gender
Social Security	Automatically populates
Employee	System-generated number - not used by DoD
Applicant	System-generated number
Personal Information Region:	Birth Date automatically populates Work Telephone and Email can be added at a later time.

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Chapter Overview, Continued

The People Window (continued)

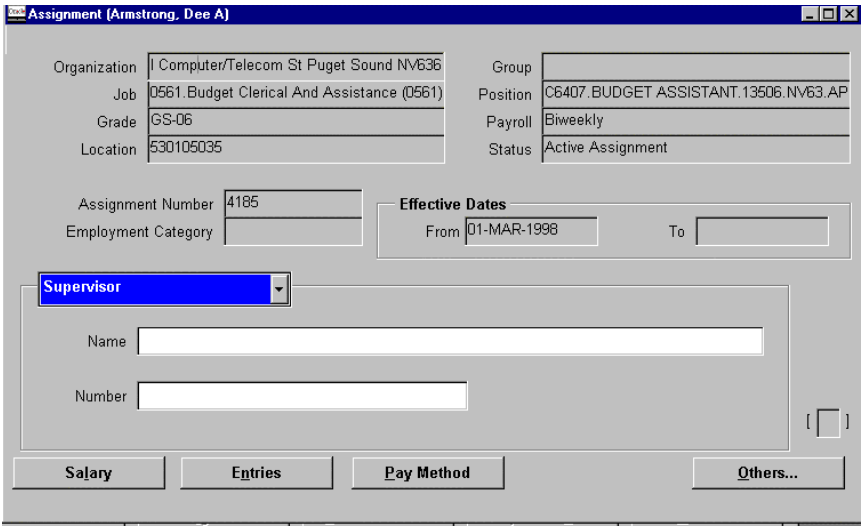
Data Fields/Buttons	Description
Effective Dates Region:	
From/To	Self-explanatory
Blank DFF	Grayed out
Taskflow Buttons:	
Address	Payroll updates and feeds back to Oracle HR. There are six types: Forwarding, Overseas, Residence 1, Residence 2, etc.
Assignment	Assignment information for tracking purposes. <i>Supervisor</i> data field not used by DoD. Position hierarchy is used to maintain supervisory information (see Module 2). The Assignment Taskflow Button links the People Records with the Position Records and is used for viewing only.
Extra Information (single occurring item)	Maintains additional employee information such as acquisition, kinds of employees (local nationals, NAF, NG, etc.), security, etc.
Special Information (multiple occurring items)	Maintains special information such as demo projects, education, acquisition waivers, details, NAF, completed and required training, and Career Management Programs.
Others (view only)	Contains PADS (Personnel Pay Application Data) which is updated every two weeks with payroll interface.
Validate	Not used by DoD.

Updating the Employee Record (Using Assignment)

Purpose

This section uses, as an example, the Assignment process for updating Government Awards in the employee record. Complete instructions can be found in Module 5, Workforce Relations Using the Modern DCPDS, Chapter 3, Awards, Section, Entering a Non-Monetary Award.

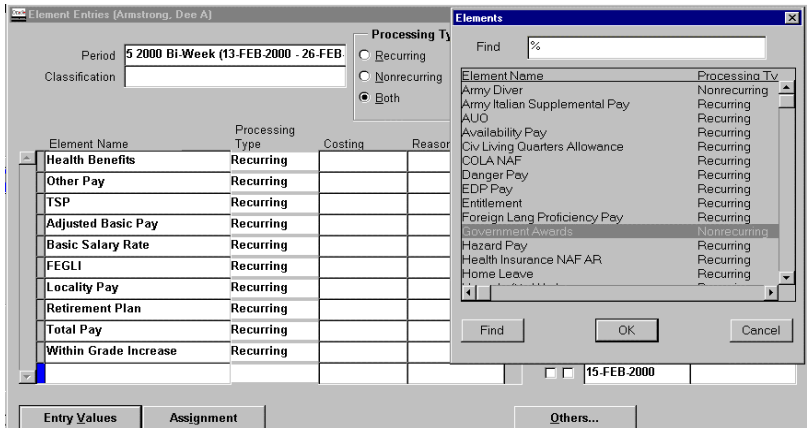
Using Assignment to Update Government Awards

Step	Action
1	On the Navigation List → <i>People</i> → <i>Enter and Maintain</i> → <Open> .
2	The People Window displays with the Find Person Window displayed. Query for the employee or type in the last name and click <Find> .
3	The People Window displays populated with employee data as described in the Chapter Overview.
4	Click <Assignment> . The Assignment Window displays with many of the data fields populated and/or grayed out. There are four Taskflow Buttons. <Salary> and <Pay Method> are not used. <Others...> is used as additional assignment information. Click <Entries> . 

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Updating the Employee Record (Using Assignment), Continued

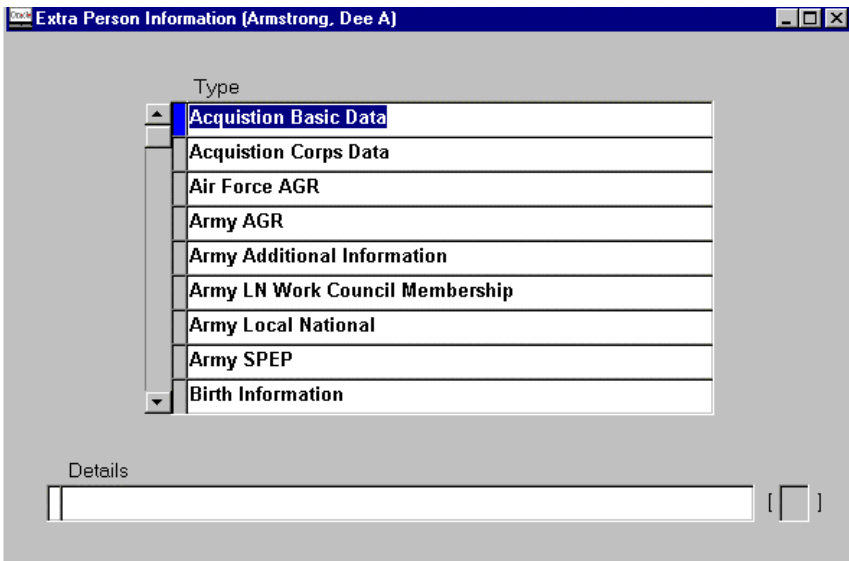
Using Assignment to Update Government Awards (continued)

Step	Action
5	<p>The Element Entries Window displays. Your cursor will be in the first data field in the <i>Element Name</i> column. Move the <i>Current Record Indicator</i> to the first blank data field.</p> <p>Click the LOV. The Elements Window displays. Click <i>Government Awards</i> and click <OK>.</p> 
6	<p>Click <Entry Values> on the Element Entries window to display the Entry Values Window. You can type the appropriate award data in the white data fields or click the LOV to make selections. Click <OK>.</p>
7	<p>Click Save and exit the windows.</p>

Updating the Employee Record (Using Extra Information)

Purpose This section uses the process for Updating US Government Separation and Retirement data in the employee record, as an example.

Using the Extra Information to Update

Step	Action
1	On the Navigation List → <i>People</i> → <i>Enter and Maintain</i> → <Open> .
2	The People Window displays with the Find Person also displayed. Query for the employee or type in the last name and click <Find> .
3	The People Window automatically populates with employee data as described in the Chapter Overview.
4	Click <Extra Information> . The Extra Person Information Window displays. 

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Updating the Employee Record (Using Extra Information), Continued

Data Types The following is the listing of data types in the **Extra Person Information** Window.

Data Type	Description
Acquisition Basic Data	Input information as required by Component
Acquisition Corps Data	
Air Force AGR	
Army AGR	
Army Additional Information	
Army LN Work Council Membership	
Army Local National	
Army SPEP	
Birth Information	
CIPMS	
DIS Security	
FELGI Open Season	
Handicapped Additional Information	
Local National Conduct/Performance	
Local Nationals	
Military Affiliation	
NAF Additional Person Information	
NAF Army-Pay	
NAF Army – Payroll Information	
NAF Army Allow and Earnings	
NAF Army Retirement TSP and 401K	
National Guard AUR (AGR)	
Navy NRL Demo Main Pay Info	

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Updating the Employee Record (Using Extra Information), Continued

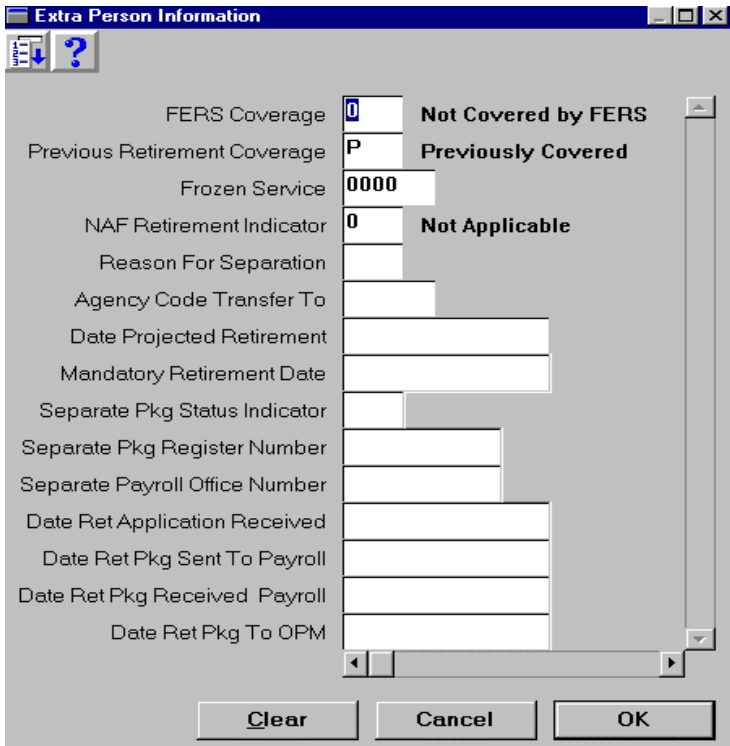
Data Types (continued)

Data Type	Description
Navy Security Information	
OSDMIL	
Other Person Information	
Overseas Tour Person Information	
Panama	
Personal Contingency Area	
Salary Award	
Training Program Requirements	
US Government Complaint Tracking	
US Government Conversions	
US Government Mass Actions	
US Government Person Group 1	
US Government Person Group 2	
US Government Person SF52	
US Government Probations	
US Government Retained Grade	
US Government SCD Information	
US Government Security	
US Government Separation and Retirement	
US Government Uniformed Services	
US Government User Information	
US Government Workflow Routing Groups	
USUHS Info	
Welfare to Work	

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Updating the Employee Record (Using Extra Information), Continued

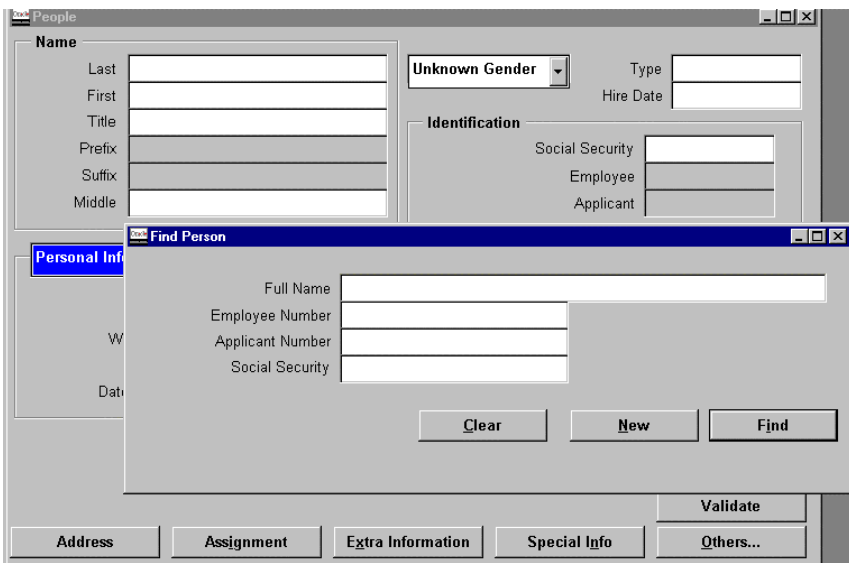
Using the Extra Information (continued)

Step	Action
5	Use the <i>Current Record Indicator</i> to select US Government Separation and Retirement or click F7, type in the selection (exact wording) and click F8.
6	Click the <i>Details</i> data field. The Extra Person Information Window displays. Click the LOV or type in the data in each data field, as appropriate, as some fields should only be updated via a Request for Personnel Action.
	
7	Click <OK> . The <i>Detail</i> data field populates with a string of data.
8	Click Save and exit the windows.

Updating the Employee Record (Using Special Information)

Purpose This section uses the process for updating education in the employee record, as an example.

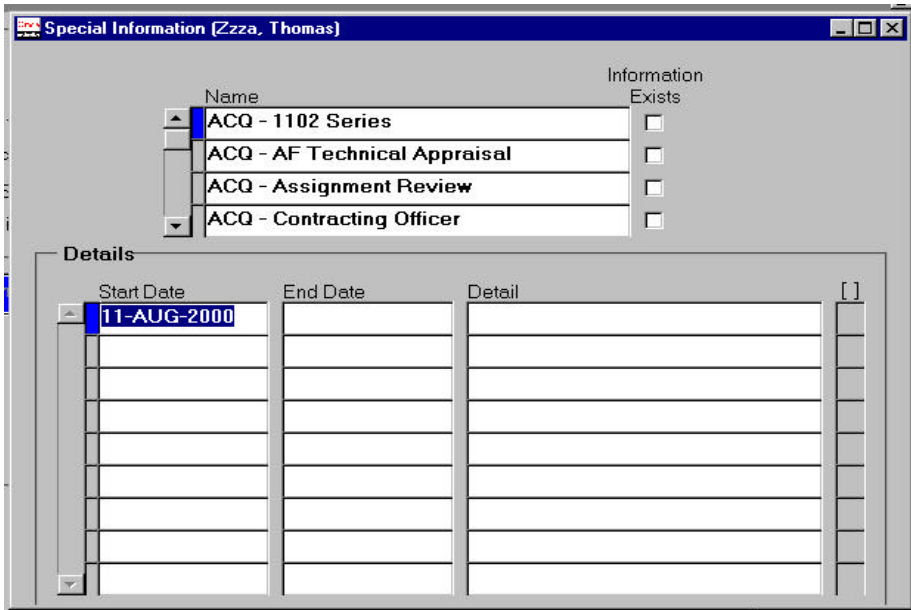
Using Special Information (SIT) to Update Education

Step	Action
1	On the Navigation List → <i>People</i> → <i>Enter and Maintain</i> → <Open> .
2	<p>The People Window displays with the Find Person displayed. Query for the employee or type in the last name and click <Find>.</p> 

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Updating the Employee Record (Using Special Information), Continued

Using Special Information (SIT) to Update Education (continued)

Step	Action
3	The People Window displays populated with employee data as described in the Chapter Overview.
4	Click < Special Info >. The Special Information Window displays. 

Data Types

The following is the listing of data types in the **Special Information** Window.

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Updating the Employee Record (Using Special Information), Continued

Data Types (continued)

Data Type	Description
ACQ - 1102 Series	Complete this information as determined by Component business rules.
ACQ - AF Technical Appraisal	
ACQ - Assignment Review	
ACQ - Contracting Officer	
ACQ - Crit Acq Posn Waivers	
ACQ - Other CAP Waivers	
ACQ - PEO Waivers	
ACQ - PM and DPM Waivers	
ACQ - SCO Waivers	
ACQ - SES Waivers	
ACQ - Warrant Data	
AF Career Management Program	
AGR Prof Dev Program Data	
AGR Reassignment Data	
Air Force Demo Bonus Info	
Appr – Air Force Lab Demo	
Appr – Army Lab Demo	
Appr – China Lake Demo	
Appr – DOD Acquisition Demo	
Appr – Naval Research Lab Demo	
Appr – Space Nav Warfare Demo	
Appr – Warfare Center Demo	
Appraisal - Non-Appr Fund	
Army Career Program	
Certifications	
Completed Training	

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Updating the Employee Record (Using Special Information), Continued

Data Types (continued)

Data Type	Description
Demo Project – AF	
Demo Project – CCAS	
Demo Project – NV Warfare Labs	
Demo Project – Navy	
Demo Project – Performance Pay	
Detail Information	
Education	
NAF (401)K Changes	
NAF Army Payroll - Bonds	
NAF Career Program	
NAF Life Insurance Changes	
NAF Medical Insurance Changes	
NAF Prev Retmnt Enrollments	
NAF Retirement Changes	
NAF Rev Pay Deductions	
NAF Rev Pay Leave Time 1	
NAF Rev Pay Leave Time 2	
NAF Rev Pay Salary	
NAF Rev Pay Taxes	
NAF Unclaimed Compensation	
NRL Demo Project – Navy	
NRL Demo Project – Navy CCS	
Required Training	
US Gov Cndtn of Emplmt	
US Gov Conduct Perf	
US Gov Language	
US Gov Performance Appraisal	
US Gov Spcl Consdrtm	

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Updating the Employee Record (Using Special Information), Continued

Using Special Information (SIT) to Update Education (continued)

Step	Action
5	Use the <i>Current Record Indicator</i> to select Education or click F7, type in Education, and click F8. The “X” in the Information Exists box indicates an entry has already been made. Click in the Detail data field to view it.
6	The current date populates in the Start Date data field in the Details Region , but you can override it. The End Date data field displays a date for actions that have specific end dates, such as performance appraisals, completed training, reprimands, etc.
7	Click the Detail data field. The Education Window displays. Click the LOV on the window or type the information in the data fields as required by Component business rules: <div data-bbox="565 976 1334 1650" data-label="Form"> <p>The screenshot shows the 'Education' window with the following fields and values:</p> <ul style="list-style-type: none"> Education Level: 04 (High school graduate or certi) Instructional Program: (empty) Year Degree / Cert Attained: (empty) Credit Hours: (empty) Credit Type: (empty) Type of School: H (High School) College-Major-Minor: (empty) Academic Institution Name: (empty) Coop Graduation Date: (empty) <p>Buttons at the bottom: Clear, Cancel, OK.</p> </div>

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Updating the Employee Record (Using Special Information), Continued

Updating the Employee Record (Using the Special Information Type) (continued)

Step	Action
8	Click <OK>. The <i>Detail</i> data field populates with a string of data.
9	Click Save and exit the windows.

Updating the Employee Record (Using Others)

Purpose This section guides you through the procedure for updating emergency contacts (spouses, children, etc.) and their addresses, as an example.

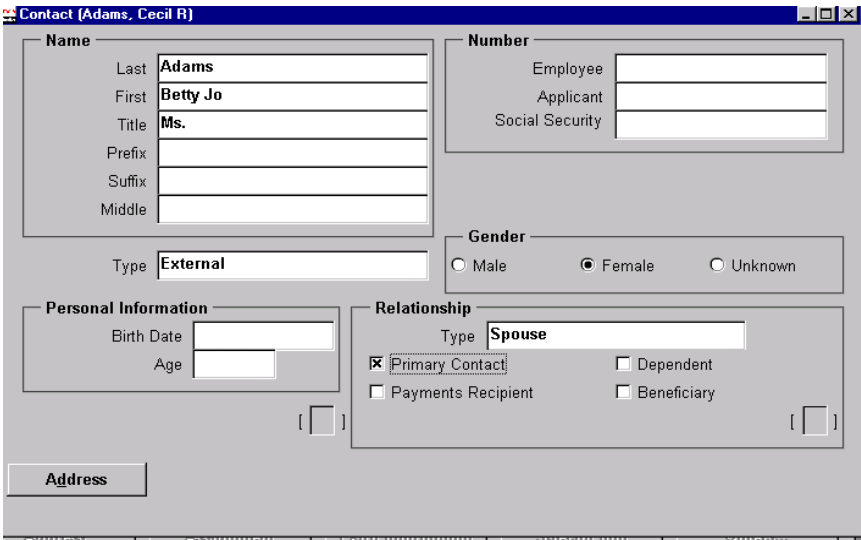
Using Others to Update Emergency Contacts

Step	Action
1	On the Navigation List → <i>People</i> → <i>Enter and Maintain</i> → <Open> . The People Window displays with the Find Person Window displayed. Query for the employee or type in the last name and click <Find> .
2	The People Window displays populated with employee data as described in the Chapter Overview.
3	Click <Others> . The Navigation Options Window displays. <div data-bbox="654 926 1287 1224" data-label="Image"> </div>
4	Select Contact . Click <OK> . The Contact Window displays. <div data-bbox="547 1341 1390 1743" data-label="Form"> </div>

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Updating the Employee Record (Using Others), Continued


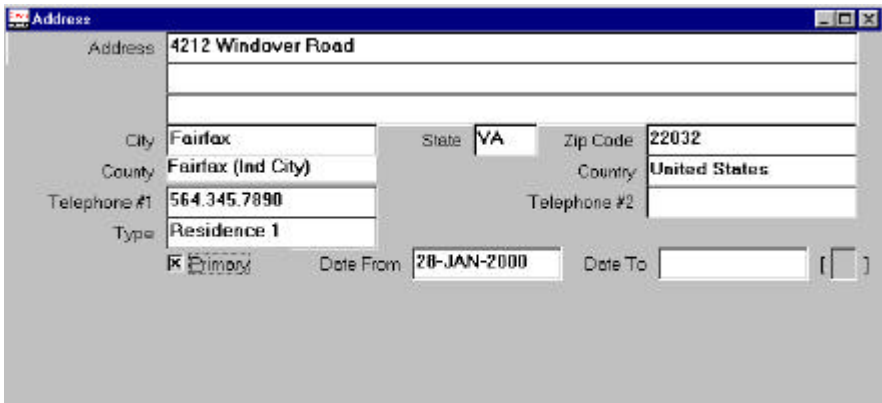
Using Others to Update Emergency Contacts (continued)

Step	Action
5	<p>Type in the contact's name; e.g., spouse, child, etc. in the Name Region. The Type data field under the Name Region auto populates with "External". Place the cursor in the Type data field of the Relationship Region and select the type of contact, i.e., spouse, child, etc., from the LOV. If this is the primary contact, click the Primary Contact.</p>  <p>Click Save.</p>

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Updating the Employee Record (Using Others), Continued

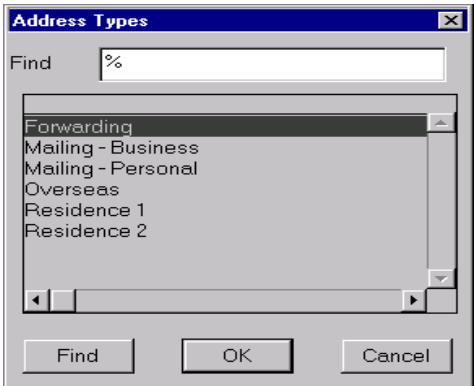

Using Others to Update Emergency Contacts (continued)

Step	Action
6	<p>Click <Address> Taskflow Button. The Address Window displays. The Country data field populates with "United States."</p> 
8	<p>Type the Address Line, City, State, Zip Code, and County. Telephone number is optional.</p> 

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Updating the Employee Record (Using Others), Continued

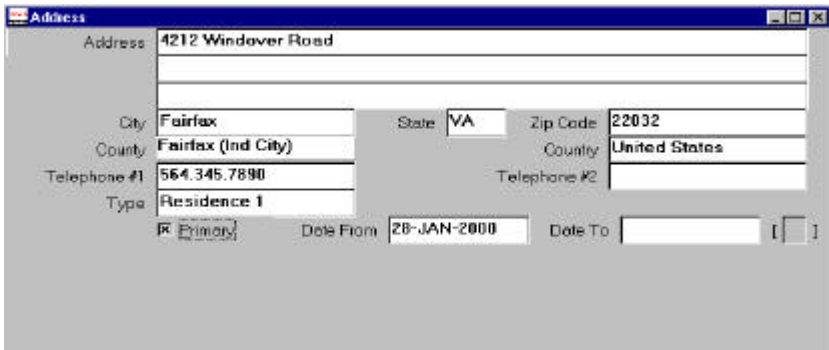
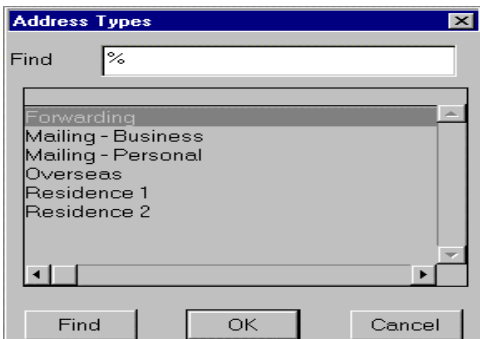
Using Others to Update Emergency Contacts (continued)

Step	Action		
9	Click the Type data field. The Address Types Window displays. Select the type of address, if required by your Component, and click <OK> .		
			
10	Click Action → Save on the Main Menu Bar.		
11	Click Close Window on the Main Menu Bar to return to the Contact Window.		
11	If you ...	Then ...	
	Want to create additional contacts	Exit the window back to the Contact Window. Click New Record on the Toolbar and complete the steps described above.	
	Do not want to create additional contacts	Exit.	
 Note: If you create more than one contact, the contact designated as “Primary” will be the first window displayed when you check the data again. Use the Up and Down arrow keys to view the data.			

Viewing the Employee Record (Address)

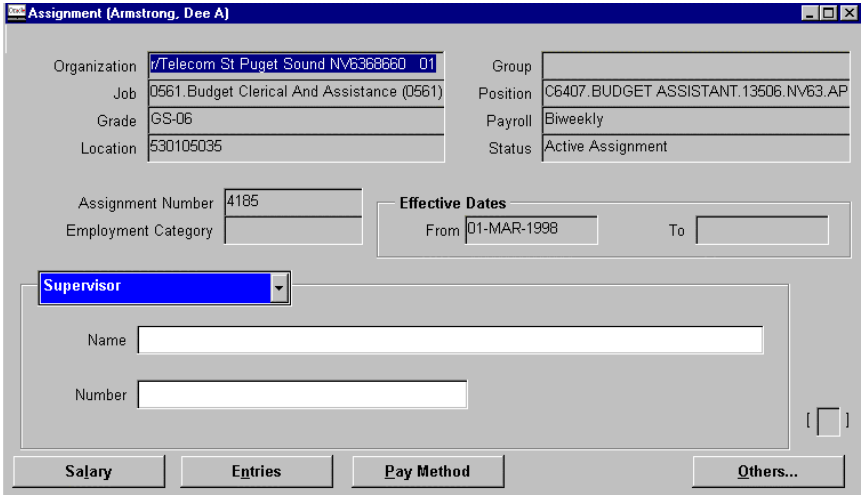
Purpose This section explains the steps to view the Employee Record using different Taskflow Buttons to access information.

Viewing Address Information

Step	Action
1	Follow steps 1-3 as described in “Updating the Employee Record” to display the People Window.
2	<p>Click <Address>. The Address Window displays. The Residence 1 data field is read-only information provided by the DFAS payroll interface. If you make entries, it will be overwritten by DFAS each pay-period.</p> 
3	<p>Click the Type data field and click the LOV to display the Address Type Window for inputting remaining types of addresses. These can be entered and updated.</p>  <p>Click <OK> and click Save on the Toolbar. Exit the Window.</p>

Viewing the Employee Record (Assignment)

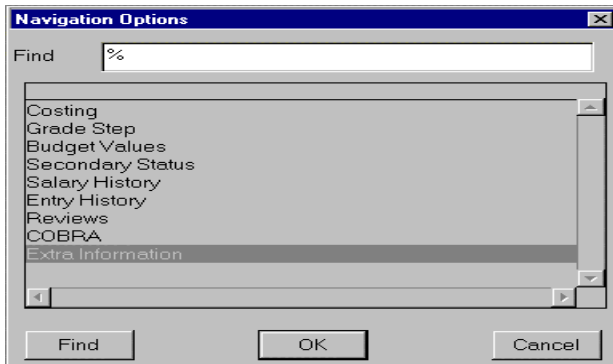
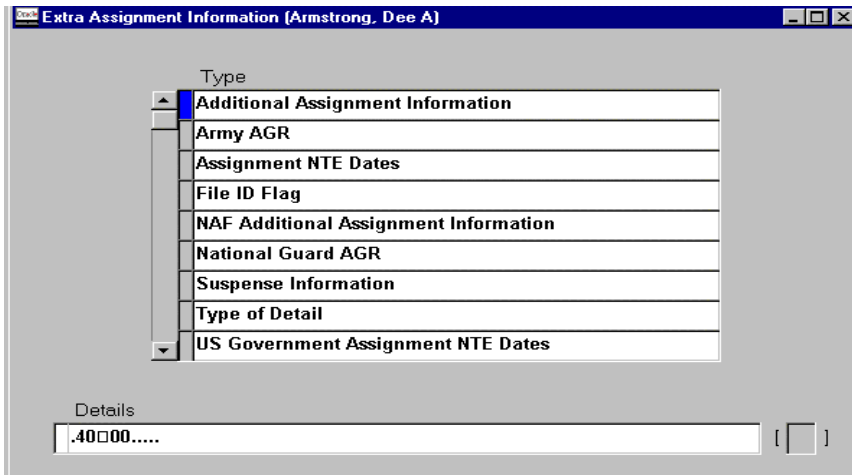
Viewing Assignment Information

Step	Action
1	Follow steps 1-3 as described in “Updating the Employee Record” to display the People Window.
2	<p>Click <Assignment>. The Assignment Window displays. The top region displays the <i>Organization, Job, Grade, Location, Position, Payroll</i>, and <i>Status</i> data fields, as well as the <i>Effective Dates</i>. Use this data when accessing the Position Window using the cut and paste method, if you need additional information.</p> 
3	As discussed earlier, DoD does not use the Supervisor field. The <Salary> and <Pay Method> Taskflow Buttons are also not used. <Entries> is discussed in Module 6, Pay, Benefits, and Entitlements.

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Viewing the Employee Record (Assignment), Continued

Viewing Assignment Information (continued)

Step	Action
4	<p>Click <Others>. The Navigation Options Window displays. Click <i>Extra Information</i> and click <OK>.</p> 
5	<p>The Extra Assignment Information Window displays. This provides additional assignment and pay information for both Appropriated and Non-Appropriated Fund employees such as NTE dates, type of detail, and pay rate determinant (US Government Assignment SF52). Click the <i>Current Record Indicator</i> to the <i>Type</i> needed and click the <i>Details</i> field.</p> 
6	Save and exit.

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Viewing the Employee Record, Continued

Viewing Extra Information

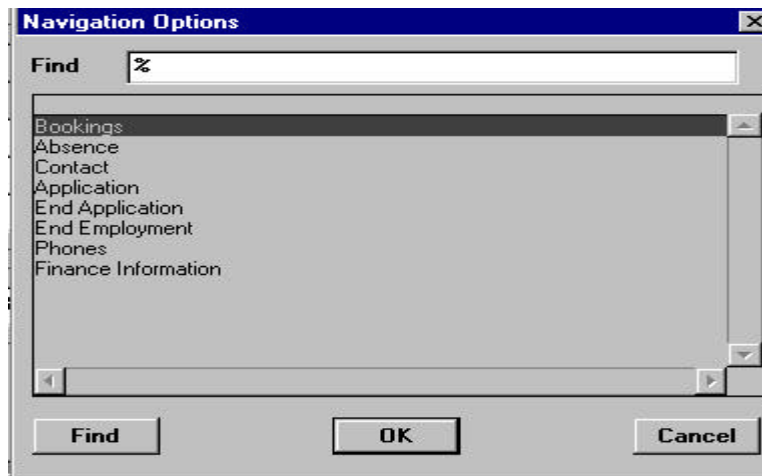
Follow steps 1-4 as described in “Updating the Employee Record Using Extra Information” to open the **Extra Person Information** Window. Click the *Current Record Indicator* to the specific Data Type listed in the procedure and click the **Details** data field to view the extra person information.

Viewing Special Information

Follow steps 1-4 as described in “Updating the Employee Record Using Special Information” to open the **Special Information** Window. Click the *Current Record Indicator* to the specific *Name* data field. Click the *Details* Region, the *Start Date* populates with the current date. Click the *Detail* data field.

Viewing Others Information


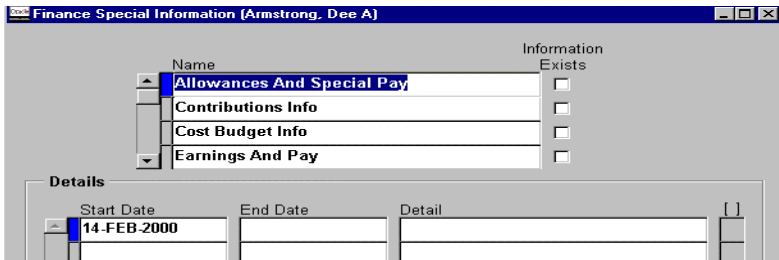
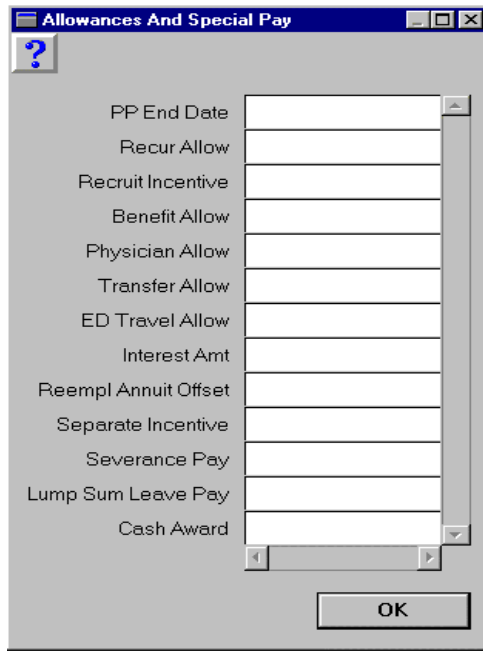
Step	Action
1	Follow steps 1-4 as described in “Using the Extra Information” procedure to open the People Window.
2	Click < O thers...>. The Navigation Options Window displays. Click <i>Finance Information</i> and click <OK>.



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Viewing the Employee Record, Continued

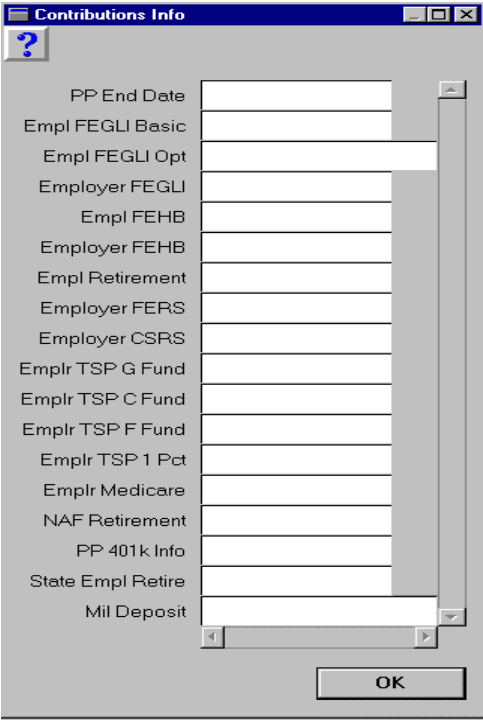
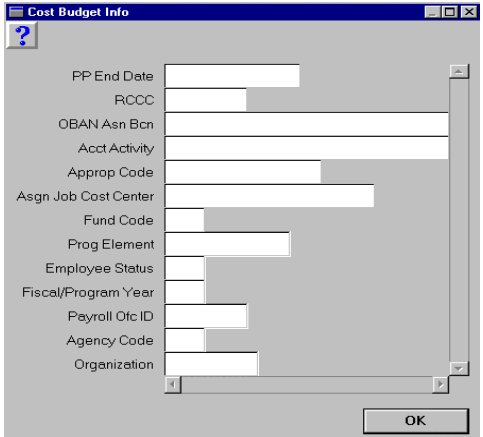
Viewing Others Information (continued)

Step	Action
3 	<p>The Finance Special Information Window displays with six choices in the <i>Name</i> data field.</p> <p>Caution: This is view only data – do not modify.</p> 
Click This	To View
<p>Allowances and Special Pay</p>	

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Viewing the Employee Record, Continued

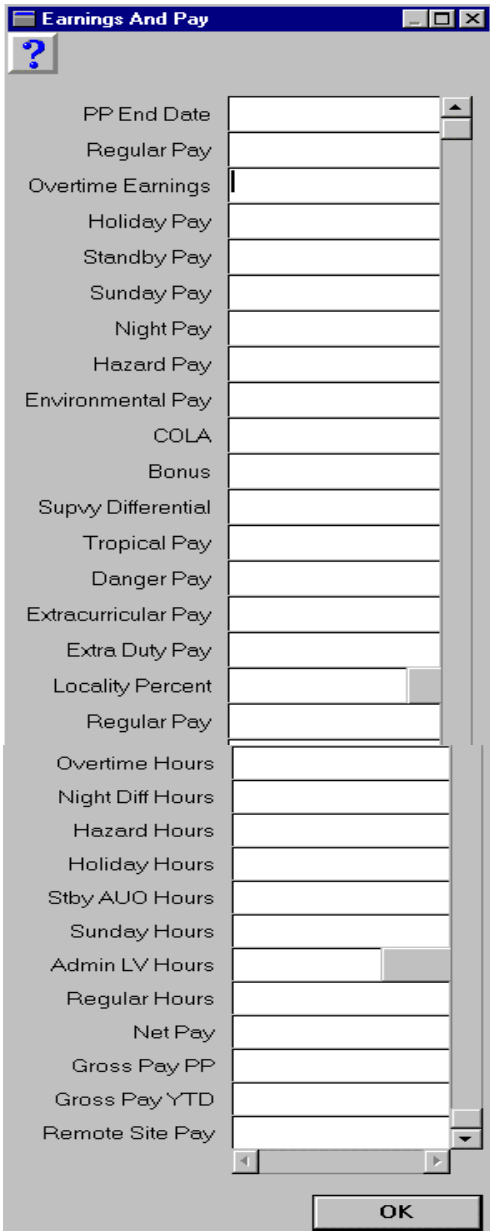
Viewing Others Information (continued)

Click This	To View
Contributions Info	
Cost Budget Info	

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Viewing the Employee Record, Continued

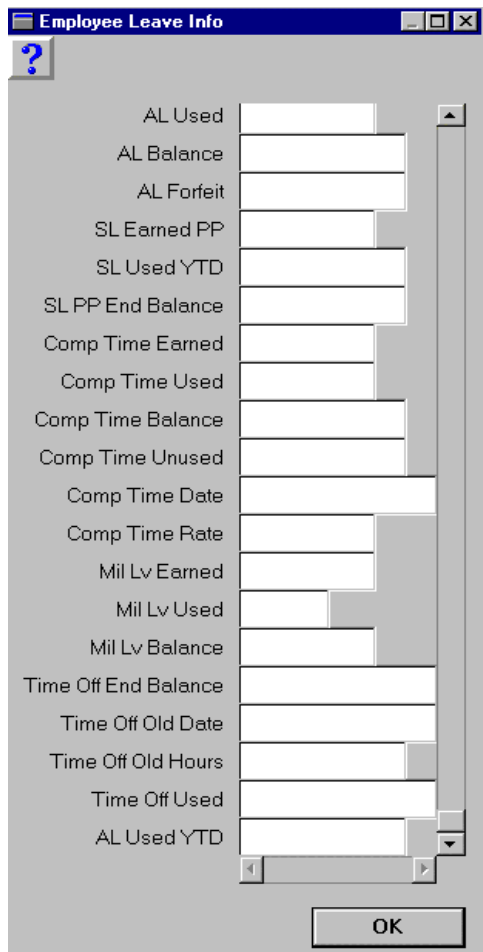
Viewing Others Information (continued)

Click This	To View
Earnings and Pay	 <p>The screenshot shows a window titled "Earnings And Pay" with a question mark icon. It contains a list of items, each with a text input field to its right. The items are: PP End Date, Regular Pay, Overtime Earnings, Holiday Pay, Standby Pay, Sunday Pay, Night Pay, Hazard Pay, Environmental Pay, COLA, Bonus, Supvy Differential, Tropical Pay, Danger Pay, Extracurricular Pay, Extra Duty Pay, Locality Percent, Regular Pay, Overtime Hours, Night Diff Hours, Hazard Hours, Holiday Hours, Stby AUO Hours, Sunday Hours, Admin LV Hours, Regular Hours, Net Pay, Gross Pay PP, Gross Pay YTD, and Remote Site Pay. At the bottom right of the window is an "OK" button.</p>

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Viewing the Employee Record, Continued

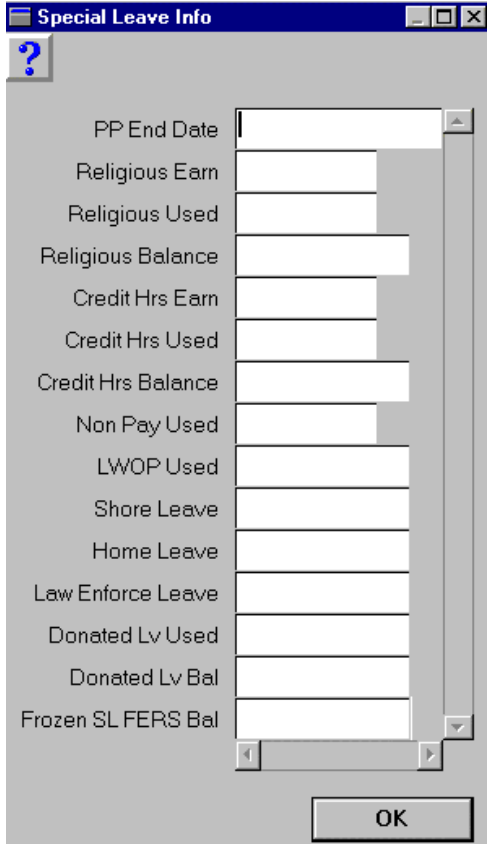
Viewing Others Information (continued)

Click This	To View
Employee Leave Info	 <p>The screenshot shows a window titled "Employee Leave Info" with a question mark icon in the top-left corner. It contains a list of fields, each with a corresponding input box to its right. The fields are: AL Used, AL Balance, AL Forfeit, SL Earned PP, SL Used YTD, SL PP End Balance, Comp Time Earned, Comp Time Used, Comp Time Balance, Comp Time Unused, Comp Time Date, Comp Time Rate, Mil Lv Earned, Mil Lv Used, Mil Lv Balance, Time Off End Balance, Time Off Old Date, Time Off Old Hours, Time Off Used, and AL Used YTD. At the bottom right of the window is an "OK" button.</p>

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Viewing the Employee Record, Continued

Viewing Others Information (continued)

Click This	To View
Special Leave Info	

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